

**COMMUNITY SPORTS FIELDS STUDY
SUBCOMMITTEES**

Outcome area	Resident lead	Staff member	Committee meeting date (6:30-8 pm)	Deliverables
Updated inventory of existing City owned parks	Jan Uchiyama-Nowack	Todd Capurso, 793-5563	1st Thursday of the month	1) Map of existing properties; 2) Database of each property with amenities, relevant data (location, size, etc); 3) Analysis of existing utilization 4) Prioritized action plan for site specific improvements.
Identify new opportunities	Don Gagliardi	Matt Cano, 535-3580	2nd Thursday of the month	1) Matrix of potential sites for development w/relevant data (sq. footage, parcel number, owner, site constraints, etc); 2) Overlay of existing properties w/potential sites 3) Criteria for appropriate mix of facilities by Council District. 4) Criteria for partnerships; identify potential partners. 5) Prioritization of new opportunities to guide future acquisitions based on gaps in service.
Inventory of current sports user groups	Chuck Shepherd	Joe Albayalde, 871-3826	3rd Thursday of the month	1) Map of existing sports field users w/service area boundaries 2) Database of user boundaries, hours of use, field requirements, special space needs; 3) Narrative identifying areas of potential conflict/overuse of fields requiring special surface or additional parkland; 4) Trends analysis with respect to new user groups 5) Recommendations on how to balance needs of competing user groups.

Outcome area	Resident lead	Staff member	Committee meeting date (6:30-8 pm)	Deliverables
Identify operational efficiencies and best practices	Terry Thompson	Cynthia Bojorquez, 535-3581	1st Tuesday of the month	1) Survey tool to benchmark cost/operational models in other cities/jurisdictions. 2) Recommendations on how those models might be applied in San José. 3) Recommendations regarding fee structures, revenue sharing, operations & maintenance and use of volunteer labor.
Examine current permitting and scheduling processes	Jeff Dixon	Hal Spangenberg, 871-3827	4th Wednesday of the month	1) Survey tool to benchmark scheduling, permitting and enforcement activities; 2) Flowchart of existing process identifying opportunities and challenges 3) Recommendations for a new process including recommendations on how to address unauthorized use and use of for-profit entities.

Key Dates:

August 28, 2007
November 5, 2007
December 5, 2007
January, 2008

Progress report to Council; Draft to be written by August 10, 2007.
Review Final Draft of Report
Present Draft Report to Parks and Recreation Commission
Final report to Council